

FLEXIBLE BENEFIT ADMINISTRATORS, INC.
Retiree DIVISION
P.O. Drawer 2070
Virginia Beach, VA 23450
Phone: (800) 437-3539

Retirees can choose one of four payment options offered by Flexible Benefit Administrators (FBA). Applicable fees may apply.

Premium payment coupons Coupons are provided to the retiree and payment will be sent in with the coupon by mail	Free of charge
ACH Premium will be automatically deducted from your checking account on the 4 th day of each month	Free of charge
On-line payment Premium payments can be made online at www.flex-admin.com	\$30.00 service fee
Monthly invoices FBA will send a monthly invoice each month around the 15 th for premiums due the following month	\$1.75 fee per month

Please make checks payable to **FBA/Retiree** and mail to the following address:

FBA/ Retiree Division
P.O. Drawer 2070
Virginia Beach, VA 23450

If you have any questions or concerns about your account, please feel free to contact FBA's Retiree Customer Service at 1-800-437-3539, Monday through Friday, 8:30 a.m. to 5:00 p.m. EST.